

57-1254

25X1A

AIR

: Chief of Station, [REDACTED]

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: Chief, [REDACTED]

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Administrative

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Reduction of Administrative Workload

REF: [REDACTED] 6 March 1957

Action Required: None

1. I appreciate the effort you have taken to provide me real evidence of the administrative workload that I have been seeking. You have addressed yourself to specifics, and that will be my most useful tool to get action taken. Your report confirms that administrative burdens are not identifiable as a few mountainous tasks, but a myriad of small things which in their aggregate create a real problem to the small Station.

2. Needless to say, the items you report are not of a nature that I can immediately identify the corrective action accomplished, but I will see that each comment is given appropriate consideration to the resultant relief the small Station deserves.

3. We are in the process of simplifying the financial and property accounting down to the bare essential elements and minimal reporting requirements. Accordingly, I feel sure you will see some very real improvement when the new requirements are published. For example, the financial accounting will be one report consisting solely of a cash receipts and disbursements journal posted chronologically during the month as transactions occur. You will only be required to forward that journal together with receipts to Headquarters where all other required final analyses will be made. In addition, I am reviewing all proposed regulatory issuances to insure the maximum possible delegation of authority to the Field installations. I am advised that the [REDACTED] elements concerned will also give

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immediate consideration to those items of an operational nature reported by reference.

4. Please do not hesitate to write me on any other matters that you believe can be simplified for the small Stations.

L. K. WHITE

10 April 1957
SA:DD/S:WEB:ecb

Distribution:

- 3 - [REDACTED]
- 2 - WH
- 1 - SSA-DD/S
- 1 - RI
- ✓ 1 - DD/S Chrono
- 1 - DD/S Subject - OLM
- 1 - DD/S Reading

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L. K. WHITE
(Releasing Officer)

WH DIVISION
(Coordinating Officer)

[REDACTED]
(Authenticating Officer)

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